

**DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF FAMILY AND ECONOMIC SECURITY
ADMINISTRATOR'S MEMO SERIES**

 X **ACTION
NOTICE** **12-16**

ISSUE DATE: 12/14/2012
DISPOSAL DATE: 12/31/2015

***PROGRAM CATEGORIES:**

<u> </u> AS	<u> </u> FM	<u> </u> ML	<u> </u> TR
<u> </u> CC	<u> </u> FL	<u> </u> NA	<u> X </u> W-2
<u> </u> CS	<u> </u> IT	<u> </u> RA	<u> </u> WIA
<u> </u> CF	<u> </u> JC	<u> </u> TC	
<u> </u> CR	<u> </u> LM	<u> </u> TA	

TO: W-2 Agency Directors

FROM: Kristiane Randal
Division Administrator

RE: Contracted Child Care

PURPOSE:

This memo is to inform W-2 Agencies that the Department of Children and Families (DCF) will reimburse for administrative costs related to Contracted Child Care with the 2013 Wisconsin Works (W-2) and Related Programs contract. DCF did not reimburse administrative costs related to Contracted Child Care in previous W-2 and Related Programs contracts.

NEW CENTRAL OFFICE REPORTING (COrE) CODES:

DCF has revised the COrE codes for Contracted Child Care. Listed below are the new COrE codes and definitions. DCF has updated the COrE website with the revised COrE codes and definitions can be found at:

http://dwd.wisconsin.gov/core/program_descriptions/w2%202013.htm

Contracted Child Care Administration (2311) – Report all approved Contracted Child Care Administrative expenses per the approved application filed with the Division of Family and Economic Security (DFES) Bureau of Working Families (BWF) in the addenda to the W-2 contract.

The allowable administration costs for the 2013 Contracted Child Care are: salaries of staff performing administrative functions, application preparation, development of subcontracts for providers, compliance monitoring, report preparation, complaint resolution, coordination/resolution of audit/monitoring findings, and travel costs associated with official Contracted Child Care business. The total administration charges shall not exceed 5% of the total Contracted Child Care allocation.

Contracted Child Care Services (2312) – Report all approved Contracted Child Care Service expenses per the approved application filed with DFES BWF in the addenda to the W-2 contract.

The Contracted Child Care Service costs include the costs of the W-2 Contract Agency on-site child care and/or costs associated with contracting for slots from regulated or legally exempt providers for children of eligible parents who have appointments or are in training programs in the agency. Included are costs of child care staff, costs of the contracted slots, rent and utility costs for the space used for on-site child care, and other costs as described in the approved application.

W-2 agencies must have an approved Contracted Child Care application prior to reporting Contracted Child Care expenses. Once DCF approves the application, agencies can report Contracted Child Care expenses in CORe beginning January 1, 2013. W-2 agencies can report administration costs that occurred prior to January 1, 2013 related to planning and applying for Contracted Child Care. DCF will send a letter notifying the approval of the application for Contracted Child Care.

CONTACT: BOS - Bureau of Regional Operations Staff
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